

**JOB DESCRIPTION**

Job Title: **Design Technology Technician**

Line Manager:  **Head of Science**

Contacts: **Teacher of Design & Technology, School staff and students**

**Job Summary**

To provide support for Design & Technology

**Core Duties**

* Preparation of equipment and materials for practical lessons and demonstrations.
* Checking stock levels and advise teachers when consumables are low.
* Ensure that all equipment is stored safely, and that it is accounted for, in the correct place and replaced where necessary.
* Check goods delivered against orders and ensure it is appropriately stored, including hazardous materials.
* Help to ensure a safe working environment by keeping tools organised and the DT workshop tidy, including checking equipment for safety, cleaning and maintaining equipment and advising students on safety aspects of particular practical work.
* Support teaching staff and students during lessons and after school where hours allow.
* Assist with the supervision of students outside timetabled lessons where hours permit e.g. clubs, visits, competitions and co-curricular activities organised by the department.
* Assist staff in the preparing and updating of DT displays around school.
* Update the audit of tools and equipment when changes are made. Complete a full annual audit of tools, machinery and consumables and machinery.

**Design & Technology**

* Use tools and machinery safely and accurately in order to stay safe, maintain high standards of student work and maximise efficient use of resources, with minimal waste.
* Support teaching staff and students during lessons and after school where hours allow.
* Check and maintain equipment on a regular basis following instructions provided. Machines used very regularly such as the laser cutter and band saw take priority.
* Complete a weekly maintenance check for all DT workshop hand and machine tools and update the maintenance records.
* Take part in five-yearly DATA (Design and Technology Association) approved safety training. To maintain awareness of COSHH and health and safety practices with the workshop tools and machinery.

**Working Conditions will include**

* Standing for extended periods
* Lifting and moving objects
* Moving around site to check and maintain equipment and resources

**Other**

* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
* The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Conditions of Service:**

* 12.5 hours per week during term time plus approximately 2 weeks p.a.– a total of 37 working weeks a year.
* All day Thursday and half day Friday